

CHANGE ANNOUNCEMENT

COST SHARING CHAPTER EFFECTIVE 11/21/2005

CHANGES?

The Cost Sharing chapter in the Program Manual is being changed to;

1. Reflect the policy change made in July that the Family Information and Cost Sharing Worksheet does not have to be completed annually during the Annual Case Review unless there has been a significant change in the consumer's income, assets and/or disability expenses.
2. Reflect a new requirement that the Expected Completion Date of an original IPE must be at least 6 months after the Approval Date in QUEST of the original IPE.
3. Reflect a new requirement that the Expected Completion Date of an original EW IPE must be at least 6 months after the Approval Date of the EW IPE.

VRIS UPDATE

This chapter is located at VRIS: Program Manual Main Menu: Employment Program: Cost Sharing Chapter (11-4-2005).

FORMS REVISED

The Financial Participation form has been revised to provide a calculating version and a non-calculating version. Since QUEST does not calculate required Cost Sharing prior to IPE Approval in QUEST, these forms provide two ways to estimate Cost Sharing. These forms are located at VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets:

Financial Participation - Calculating Version
Financial Participation - Non-calculating Version

QUEST UPDATE

Original IPE Approval: An edit has been added to the QUEST process to insure that there is a minimum of 6 months between the Approval Date of the original IPE and the Expected Date of Completion. If the edit detects less than 6 month, QUEST will request you enter another Expected Completion Date that is at least 6 months after the original IPE Approval Date.

EW IPE Approval: There is not an edit available for the EW IPE as an approval process for the EW IPE has not been programmed in QUEST. Thus, staff will need to remember

when writing the handwritten EW IPE with the consumer to agree upon an Expected Completion Date that is at least 6-months after the Approval Date for the EW IPE. Prior to beginning the IPE Amendments Process (See VRIS: Program Manual Main Menu: Employment Program: IPE Amendment) navigate to the Services Tab: Employment Goal Screen and enter the Expected Completion Date from the handwritten EW IPE.

Household Income and the Asset Screens: These screens have been modified to remove some previous displayed information that was confusing rather than helpful to staff.

MONITORING REQUIREMENTS

These changes will be monitored through case reviews by Office Directors, Area Administrators and Program Directors as well as fiscal reviews by the Administrative Specialist.

TEAM COMMUNICATION

Each set of Team Cost Sharing Experts currently being trained by Cheryl Ferree should review the Cost Sharing chapter with their team at a Team Meeting. A PowerPoint presentation is available from Cheryl Ferree to use for training team members.

LEADERSHIP CONTACT

Pat Bracken	471-6320	pat.bracken@vr.ne.gov
Cheryl Ferree	471-3652	cheryl.ferree@vr.ne.gov